




**WAYNE - FINGER LAKES**  
Board of Cooperative Educational Services

# INTERNAL VACANCY NOTICE

## TREASURER (PROVISIONAL)

DATE POSTED	9/25/2023
CLOSING DATE	10/11/2023
POSITION	1.00 FTE Treasurer (Provisional, 3 positions available)
LOCATION	Central Business Office
SALARY	\$70,000-\$80,000
POSITION START DATE	As soon as possible
STATUS	<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY
DURATION	<input type="checkbox"/> 10 MONTH <input checked="" type="checkbox"/> 12 MONTH
SPECIAL REQUIREMENTS	<p>Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, business administration, or other directly related field specifically structured to prepare individuals for work involving accounting (such degrees must include or be supplemented by 18 semester credit hours in accounting) and four years of accounting or auditing experience which must have been involved in the use of double entry books including the general ledger or other governmental agency books involving appropriation accounting and the preparation of budget and financial reports; or (1) Satisfactory completion of 60 semester credit hours in a regionally accredited or New York State registered two-year college including and/or supplemented by 18 semester credit hours in accounting and six years' experience as defined in (1); or (2) An equivalent combination of education and experience as defined by the limits of (1) and (2) above.</p> <p><input checked="" type="checkbox"/> This is a non-competitive position. <b>Must meet requirements of Ontario County Civil Service.</b></p>
ADDITIONAL INFORMATION	This position serves as the chief accounting officer and is responsible for maintaining the official financial records of the assigned Component District and preparing budget reports. Ideal candidates will have a focus on best business practices including: accuracy, efficiency, and segregation of duties; consistency and backup of core business functions.
TO APPLY, CONTACT	Complete required Civil Service Application <a href="https://ontario-portal.mycivilservice.com/jobopps">https://ontario-portal.mycivilservice.com/jobopps</a> Contact Kaitlin Driscoll at (315) 332-7291 or <a href="mailto:kaitlin.driscoll@wflboces.org">kaitlin.driscoll@wflboces.org</a>

As of July 1, 2001 in accordance with New York State Law, all employees must undergo fingerprinting and a background check.

<p>It is Wayne-Finger Lakes BOCES' policy to provide for and promote equal opportunity in education and employment. Wayne-Finger Lakes BOCES does not discriminate, in its programs and activities, against: (i) any student or any candidate for admission (or parent of any such student or candidate); (ii) any employee or applicant for employment; or (iii) any third party, on the basis of actual or perceived race, color, national origin, sex, disability, or age; and, it provides equal access to its facilities to the Boy Scouts and other designated youth groups. Further, Wayne-Finger Lakes BOCES does not discriminate on the basis of religion or creed, religious practice, ethnic group, weight, sexual orientation, gender, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws, or unless based upon a bona fide occupational qualification or other exception. Inquiries regarding Wayne-Finger Lakes BOCES' non-discrimination policies and grievance procedures or Title IX should be directed to:</p>		
<p>Quinn M. Smith, Director of Human Resources Administrative Offices, Regional Support Center 131 Drumlin Court, Eisenhower Building Newark, NY 14513-1863 Telephone: (315) 332-7282 Email: <a href="mailto:Quinn.Smith@wflboces.org">Quinn.Smith@wflboces.org</a></p>		<p>U.S. Department of Education New York Office Office for Civil Rights 32 Old Slip, 26th Floor New York, NY 10005-2500 Telephone: (646) 428-3800 Email: <a href="mailto:OCR.NewYork@ed.gov">OCR.NewYork@ed.gov</a></p>

